

SKR #:		Reviewer:	
Project Title:		Tax ID #:	
Const. Agrmnt. #:		Date:	

CHECKLIST FOR COMMERCIAL ENTRANCE PLAN APPROVAL

I. TRAFFIC IMPACT STUDY

	Yes	No	N/A
Traffic Impact Study Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List Required Offsite Improvements (Reference TIS Requirements)			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Required Improvements (Please list on reverse side)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter Agreement has been executed for offsite improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signal Agreement has been executed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

II. STATE MAINTAINED HIGHWAYS – REQUIRED RIGHT-OF-WAY & EASEMENTS

Local – 30 ft. ⁽¹⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Major / Minor Collector or Minor Arterial – 40 ft. ⁽¹⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principal Arterial or Freeway – 50 ft. ⁽¹⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Right-of-Way to meet requirements. “An Additional X-Feet is Herby Dedicated to Public Use as per this plat” ⁽¹⁾⁽²⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing Right-of-Way shown on both sides of frontage roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing Right-of-Way is dimensioned and labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15’ Permanent Easement for a shared-use path	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sight Triangles using AASHTO <i>Policy on Geometric Design of Highways and Streets</i> have been shown and dimensioned ⁽³⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permanent Sight Easements have been established	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) Reference: Section 3.6: Right-of-Way and Figure 3-3			
(2) Reference: Section 3.6.5: Dedication of Right-of-Way			
(3) Reference: Section 5.4 Sight Distance and Figure 5-22			

III. TITLE SHEET PRESENTATION REQUIREMENTS

A. GENERAL			
Name of proposed business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name of nearest town or county	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance number of roadway being assessed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graphic scale displayed (1” = 30’ is preferred, 1”=20’ is acceptable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date of submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name, address and telephone number of engineer or surveyor preparing plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seal of engineer or surveyor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DelDOT General Notes (Appendix J)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
North arrow on all maps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key map showing all crossroads (Size is 6” X 6”, Scale is 1”=800’)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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B. DATA BLOCK REQUIREMENTS			
-Type of business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-Gross acreage of property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-Approximate gross leaseable floor plan area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-Traffic generation (ADT) with trip distribution shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-Peak hour traffic distribution in terms of vehicles per hour (vph)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-Parking spaces required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-Parking spaces furnished	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IV. GENERAL PLAN REQUIREMENTS

Legend of Line Work ⁽⁴⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Set Backs Displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrance Location Position has been approved by DelDOT ⁽⁵⁾⁽⁶⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrance Plan is at the required scale (1" = 30' is preferred, 1"=20' is acceptable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjacent entrance requirements are met based on speed limit ⁽⁷⁾⁽⁸⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
North arrow shown on all plan views	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curve and line table for each road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) <i>Legend of line work should include, but is not limited to the following: existing and proposed right-of-way, proposed property lines, proposed lot numbers, existing wood line, existing contours, wetlands line, 100-year floodplain line, easement line, drainage easement line, minimum building setback line, existing and proposed monuments and pins.</i>			
(5) <i>Entrance must be able to be constructed within the limits of available Right-of-Way and Easements. Verification includes cross slopes, travelway widths, shoulder widths, foreslopes, and backslopes.</i>			
(6) <i>Reference: Section 3.4.1: Site Plan Requirements</i>			
(7) <i>Reference: Section 3.4.1.2: Adjacent Entrances</i>			
(8) <i>Reference: Figure 3-1</i>			

V. TRAFFIC GENERATION⁽¹⁰⁾

Traffic Generation Figure Shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turning Movement Counts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Posted Speed Limit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing Traffic Count on the roadway AADT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Site Generated ADT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Future Projected 10-year AADT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck Percentage for Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Bus Projections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Latest Edition ITE Manual Referenced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(10) <i>Reference Section 3.4.1.1: Traffic Information</i>			

VI. AUXILIARY LANES

Right-Turn Lane Warrants are met ⁽¹¹⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Right-Turn Lane Length and Layout is shown correctly ⁽¹²⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Left-Turn Lane Warrants are met ⁽¹³⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Left-Turn Lane Tapers and Layout are shown correctly ⁽¹⁴⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
By-pass Lane Warrants are met ⁽¹⁵⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
By-pass Lane Length and Layout is shown correctly ⁽¹²⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Bike Accommodations at Entrance ⁽¹¹⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pavement section for auxiliary Lane has been approved by DelDOT Materials Section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(11) Reference: Figures 5-13, 5-14			
(12) Reference: Figure 5-9			
(13) Reference: Section 5.2.2.2 Left-Turn Lane, Figures 5-15, 5-16, 5-17, and 5-18			
(14) Reference: Figure 5-11			
(15) Reference: Figure 5-20			
(16) Reference: Figure 5-21			
(17) Reference Section 5.2.1: Bike Accommodations at Entrances			

VII. ENTRANCE PLAN PRESENTATION REQUIREMENTS ⁽¹²⁾

Property Lines shown near entrance(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Names and tax parcel numbers of abutting land owners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of Existing & Proposed Buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing & Proposed Right-of-Way lines labeled and dimensioned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing & Proposed Easements labeled and dimensioned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing & Proposed finished grade contours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing & Proposed Utility Poles, Signs, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing Roadway Lane Widths & Striping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing Drainage Features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed development sign(s) called out within 500' of entrance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Limit of Construction shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed permanent sight distance easements labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Site Drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Entrance Geometry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site parking layout shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dimensions for all entrance radii	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dimensions for all entrance throat widths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roadway curves shown on each side of entrance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of any Crossovers ⁽¹³⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cross Sections supplied at positions of interest (where the roadway widens, etc. or where constructability issues may occur)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cross Sections include the following:			
- Width of Through Lane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Width of Proposed Shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Width of Right-of-Way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Width of Deceleration Lane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Width of Bypass Lane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Width of Drainage Easement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Slope of Roadside Embankment (front & back slope)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Cross Slope of Shoulder and Deceleration Lane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cross Sections shown to scale (1" = 5' Vertical, 1" = 50' Horizontal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrance Construction Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADA Compliant Ramps shown at Entrance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ramp Types Called Out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Bollards Shown for Shared-Use Path	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(12) <i>Reference Section 4.4.2: Entrance Plan</i>			
(13) <i>Reference Section 5.2.2.4: Crossovers</i>			

VIII. ENTRANCE DESIGN AND CONSTRUCTION⁽¹⁴⁾

Typical Section of Entrance Drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrance Curb meets DelDOT Requirements and extends 25' past entrance radii	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pavement Sections have been determined and displayed with correct labeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pavement Tie-in detail shown in plan set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrance pavement section layers meet minimum and maximum depth requirements based on the ADT of the site ⁽¹⁵⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pavement Item Numbers Included ⁽¹⁶⁾			
Structural Number (SN) displayed for all pavement section layers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At a Minimum, the Frontage Road is Improved to its Functional Classification Standards across the Business' Frontage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing & proposed spot elevations tangent to the roadway every 25 feet or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing & proposed spot elevations on radii every 10 feet and at the PC/PT point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ten foot wide shared-use path along the frontage of the roadway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sidewalks that are compliant with ADA law are provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(14) <i>Reference Section 5.2 Entrance Design Guidelines</i>			
(15) <i>Reference: Figure 5-28</i>			
(16) <i>Reference: Standard Items Special Provisions</i>			

IX. DRAINAGE⁽¹⁷⁾

Drainage Report ⁽¹⁸⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drainage – Pipes, Inlets, Ditches, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedules for Pipes, Catch Basins, Manholes, etc. ⁽¹⁹⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pipe Angles for storm water constructability has been verified ⁽²⁰⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HDPE Pipe Notes and Coverage details are shown (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum pipe size met ⁽²²⁾			
Flared end sections shown for all pipes over 15"			
Pipe Connection with catch basin meets depth requirements ⁽²¹⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Catch Basins can accommodate proposed pipe size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correct Inlet Top has been specified (Type B for curbed, Type A for lawn)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flared End Section are used with Child Safe Covers where required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Riprap shown at all pipe outfall locations			
DelDOT's Subdivision Drainage details and notes are incorporated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storm Water Management Pond—show 2, 10 & 100 yr. elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ditches shown have a 2' (minimum) flat bottom			
(17) <i>Reference Section 5.7 Drainage Design</i>			
(18) <i>Reference Section 5.7.2.8 Drainage Report. The drainage report is required for the verification of pipe sizes, area, actual and full flow pipe velocities, hydraulic grade line (HGL), pipe cover velocities, stabilization and spread on the roadways.</i>			
(19) <i>Reference: Figures 4-3, 4-4</i>			
(20) <i>Pipe Cover/Angle Worksheet has been completed and submitted</i>			
(21) <i>Reference DelDOT Standard Details for depth requirements</i>			

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VII. MAINTENANCE OF TRAFFIC

Correct MOT cases have been listed with all required notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MOT General Notes are Shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MOT Approval (date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VIII. SIGNING AND STRIPING

Signing and striping plans submitted as a separate plan sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legend included for signing and striping plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16" white stop bar shown and dimensioned 5' behind crosswalk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cross Walk Detail Shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stop Sign Detail Shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bicycle Lane Detail Shown (R4-4), where necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage Break-A-Way details shown in plan set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DelDOT Traffic Comments Provided (date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IX. ROAD PROJECTS IN THE AREA

Road Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
District	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corridor Preservation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SR-1 Grid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

X. MISCELLANEOUS ITEMS EFFECTING ENTRANCE

Denial of Access found	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing Entrances Adjoining	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing Entrance can be shared	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

XI. REQUIRED FORMS & FEES FOR ENTRANCE REVIEW

Initial Stage Calculation Form ⁽¹⁹⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initial Stage Fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction Stage Calculation Form ⁽¹⁹⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction Stage Fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Entrance Design checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Highway Entrance Permit Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(22) Reference: Appendix C			

XII. PLANS REQUIRED FOR APPROVAL

Entrance only (Subdivision Streets are Private / City Run)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Street Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

